

**RICHFIELD TOWNSHIP  
LUCAS COUNTY, OHIO  
BOARD OF RICHFIELD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES**

February 2, 2026

The regular meeting of the Richfield Township Trustees was called to order by Andrew Bick at 7:00 p.m. at the Richfield Township Fire Department at 11450 Sylvania Avenue, Berkey, Ohio. All present were asked to rise for the Pledge of Allegiance.

**ROLL CALL:** Chairman Andrew Bick – present  
Co-Chairman Vicky Loeffler-Bernheisel – present  
Kim Ronau - present

**ADMINISTRATIVE REPORTS:**

The clerk provided copies of the minutes from the January 20, 2026 meeting, current Cash Summary Report, Revenue Report, January Bank Reconciliation and Pending Warrants Report.

**READING AND APPROVAL OF MINUTES:**

Kim Ronau made a motion to approve the January 20, 2026 minutes as presented. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

**PRESENTATION OF THE BILLS:**

The attached listings of warrants (14436 – 14442) were presented for approval:

Kim Ronau made a motion to approve payment of the attached listing of invoices and the corresponding pending warrants. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

**PUBLIC COMMENTS:**

A resident expressed concern that the current tax structure is “backwards”, sending substantial funds to county while local services (fire department) struggle. Comment that Lucas County appear to receive larger portions than the township; resident questioned the fairness of the distribution formula.

Trustees acknowledged the concerns, reiterated that township government is efficient and delivers strong local value, and agreed to raise the issue with Lucas County officials.

## **FIRE:**

### **Budget and Financial Overview**

Fire Chief Pete Scarborough presented detailed written reports, including:

- A **line-item budget report** with the following columns:
  1. Line description
  2. Starting budget for each line item
  3. Year-to-date expenditures
  4. Remaining balance
  5. Percentage remaining of the line-item budget
  6. Percentage of total fire budget represented by each line item

### **Key point:**

- Salaries account for approximately 41% of the fire department's budget.

### **Run Statistics**

Chief Scarborough distributed packets summarizing January 2026 activity, including:

- Total runs: 20 runs for January.
- Run classification by national / federal codes:
  - 300 series: EMS
  - 600 series: Fire
  - 700 series: Other / quality-of-life codes
- By station: Only one station; all 20 runs assigned there.
- By responder: Breakdown of runs per person (one individual made 3 of 20 runs = 15%).
- By shift: Approximately 40% of runs occurred after 6:00 p.m.
- By unit: Runs broken down by truck, engine, medic, etc.
- Comparison with January 2025: 2026 had one fewer run (19 vs. 20, or similar; Chief indicated very similar volume).

### **Run Coding and Apparatus Response**

Discussion to clarify run codes for trustees and public:

- Car accidents generally coded as 321 / 322 series; any 322 and all 100- and 700-series fire calls typically receive a fire truck / rescue engine with extrication capability.
- Trustees noted that fire apparatus are routinely dispatched on automobile accidents, primarily for extrication and safety.

## **Current Year Revenue**

Trustees reviewed financial documents

- Tax revenue deposits come in three installments (late January, late February, mid-March), reflecting when property owners pay.
- A \$10,000 property tax check for fire department has recently been received and is included in the revenue column.

## **Fire Department Budget**

- Projected annual fire department expenditures: approx. \$445,000.
- Regular revenue (excluding grants): approx. \$380,000, comprised of:
  - \$300,000 from existing fire levies (6.0 mills total: 3 mills operating, 3 mills staffing).
  - \$50,000 from Harding Township contract.
  - \$30,000 from EMS transport billing.
- Thus, estimated shortfall: approx. \$65,000 per year under current staffing model.

## **ZONING:**

### **General Zoning Activity**

- No new zoning permits since the last meeting, except:
  - A solar installation awaiting final paperwork; check to be sent to Linda (Fiscal Officer).
- Plans for a new home were received from a builder.
  - Concern raised that address numbering and drive layout make it difficult for fire/EMS to determine exactly which home to respond to, as mailboxes are grouped by the road and not individually marked at the houses.
  - Encourage residents to install green-and-white address signs at the ends of their driveways.
  - Administrator Clonch:
    - Consider assigning a private drive name for the shared lane.
    - Add 911 system notes stating that certain house numbers are located off that private drive, to aid dispatch and responders.

### **Permitting and Signatures**

- Currently, Don Reidler is writing permits and Kim Ronau is signing them.
- Trustees agreed that at least one trustee should sign permits; Trustee Kim Ronau volunteered to sign until a new zoning inspector is hired.

## **FISCAL OFFICER:**

Time sheets reviewed by Trustees.

### **Volunteer Stipends**

- A summary sheet was presented of volunteer stipends for July 1–December 31, 2025:
  - Volunteers receive \$10 per run, increased last year based on certification level (higher certifications receive more).
  - Stipends are paid twice yearly via direct deposit.

### **Permanent Appropriations**

Fiscal Officer explained the permanent appropriations report:

Funds covered included:

- General Fund
- Motor Vehicle License Tax Fund
- Gas Tax Fund
- Road & Bridge Fund
- Cemetery Fund
- Fire District Fund

### **PERMANENT APPROPRIATIONS RESOLUTION:**

020226-02 Andrew Bick moved the adoption of the following Resolution: BE IT RESOLVED by the Board of Trustees for Richfield Township, Lucas County, Ohio, that to provide for the current expenses and other expenditures of said Board or Trustees during the period from April 1st until no later than December 31st, 2020 the attached listing of sums be and same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said period as follows: Kim Ronau seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Trustee Andrew Bick	yes
Trustee Kim Ronau	yes
Trustee Vicky Loeffler	yes

Resolution adopted. (See attachments).

### **COUNTY AUDITOR TAX REVENUE**

- The county auditor's annual **tax estimate** reviewed by Trustees.
- Highlights:
  - Fire District estimated property tax revenue: approx. \$300,000 for the year from two fire levies combined.
  - Additional sources:
    - Harding Township contract revenue.
    - EMS transport reimbursements.

- Any anticipated grants
- Carry over balance of \$88,000.00 at year end.

**ADMINISTRATOR:**

**Community Survey and Mailing for Steering Committee**

- Deadline for additional surveys (paper and electronic) was extended through Sunday, February 7, 2026 to maximize participation.
- Recommendation:
  - Send the collected paper surveys to Crossroads (the planning consultant) now, using priority mail with tracking, and forward any additional surveys that arrive later in a second batch.
- Trustees were in agreement

**Grant Funds for Land Use Plan & Zoning Revisions**

- The township has been awarded grant funds to pay for:
  - The land use plan.
  - The zoning resolution re-do
- \$50,000 has been approved to Crossroads for their services.
- An additional \$13,200 in grant funds is unappropriated, and the State has requested a plan for how these remaining funds will be used.
  - The State is pressing for a decision and has indicated that unused funds may be reclaimed if a plan is not submitted promptly.
- Any use of grant funds outside the consultant's original scope requires:
  - A formal request to the State.
  - An amendment to the grant proposal.

Discussion of eligible uses for the remaining \$13,200 included:

- Additional zoning code books / printed materials.
- Training for the zoning inspector and zoning board, including training
- Administrator time spent on the land use and zoning process (if properly documented and justified).
- Mailings and resident communications (comprehensive letter or postcard with meeting dates).
- A retainer / follow-up contract with Crossroads for ongoing technical support after the formal project ends.

**Action:**

- Administrator to draft a proposal to the State that:
  - Allocates remaining grant funds for printing, training, zoning inspector/board support, mailings, and possible Crossroad's retainer.
  - Ensures all uses are clearly tied to continuing the land use / zoning process.

## **Snow Removal and Road Maintenance**

- Recent storm brought significant snow, blowing, and drifting, keeping Dan and Keith busy with snow removal.
- Issues experienced:
  - Parking on streets in Berkey hampering snowplow access.
  - Some mailboxes struck (on county roads), which were referred to the county for replacement.
  - A storm drain at Murd Rd. & Sylvania Avenue was damaged; cones and barriers mark the area until snow melts and a proper assessment is possible. The Lucas County Engineer has been contacted to determine whether this is a township or county responsibility.
  - A stop sign at Miller & Langenderfer Rd. was struck and temporarily straightened; will need more permanent repair when weather permits.
  - The township plow truck became stuck on Ohio Street due to a sheet of ice; it was recovered without major damage.
- **Salt usage and strategy:**
  - Township is nearly out of salt; 50 tons have been ordered and are awaiting delivery.

Keith Clonch, Administrator submitted a letter of resignation effective on February 28, 2026.

Andrew Bick made a motion to accept the resignation of Keith Clonch, Administrator effective February 28, 2026. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

## **TRUSTEE REPORTS:**

Trustee Loeffler and Trustee Ronau attended the TMACOG annual meeting. Information provided around tax elimination, aiming for the November 2026 ballot to ban property taxes entirely, potentially forcing major shifts in funding local schools, fire/EMS and police protection.

No legislators present were able to provide clear insight into what will happen if property taxes are changed or eliminated, and there is currently no defined direction at the state level. It is anticipated that the issue will appear on the ballot in November, with preliminary indications suggesting that approximately 60% of voters may support eliminating property taxes.

## **Fire Department Operating Levy**

Discussion on placing a operating levy on the ballot for additional revenue to support the fire department.

Andrew Bick made a motion to place a 1.75 mill operating levy on the ballot for the May 5, 2026 election. There was further discussion on levy amounts.

Andrew Bick made a motion to withdraw the previous motion placing a 1.75 mill operating levy on the ballot. Roll call: all voted yes. Motion approved.

Trustees discussed in length the following: amount of revenue needed to maintain the fire department at the current level, fire department budget, as well as millage amounts with revenue that would be generated.

Andrew Bick made a motion to place a fire department 1.75 operating levy for fire protection and emergency services for a three year period to be placed on the May 5, 2026 ballot. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

See attached Resolution No. 020226-01 Resolution of Necessity of a new tax fire levy for fire protection and emergency services. Resolution to be sent to the auditor on 2/3/26 to meet the deadline.

### **ZONING INSPECTOR OPEN POSITION**

Trustee Loeffler provided a job description for the “Zoning Inspector” position. Trustees reviewed the job description.

Vicky Loeffler made a motion to accept the zoning inspector job description as presented. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

### **TOLEDO METROPARKS INVOICE**

Continued discussion on invoice amount for fire protection services at Secor Park.

Kim Ronau made a motion to continue to bill the Metroparks at the current rate of \$1188.00 with a 3% increase yearly. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

### **OLD BUSINESS:**

Zoning resolution (moratorium) discussion tabled.

### **NEW BUSINESS:**

Unlimited pick-up scheduled for June 13, 2026.

**PUBLIC NOTICE:**

The following information can be viewed on the Richfield Township website at:  
[www.richfieldtp.com](http://www.richfieldtp.com).

1. Trustee minutes
2. Zoning minutes
3. Zoning including: fees, applications, complaint forms, and the zoning book.
4. Meeting dates and times
5. Contact information for Trustees, Zoning Board and Board of Zoning Appeals.
6. Wolfinger Cemetery information including cemetery fees, rules & regulations.
7. Fire and Rescue
8. Roads and Maintenance
9. Rubbish Contractor information for garbage pickup
10. Community Links.

There being no further business Kim Ronau made a motion to adjourn at 9:17 p.m., which was seconded by Vicky Loeffler-Bernheisel: Roll call: all voted yes. Motion approved.

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Richfield Township Fiscal Officer

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**Payment Listing**

2/3/2026 to 2/17/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
82-2026	02/04/2026	02/03/2026	EP	Wendy Waisner	\$24.01	O
84-2026	02/08/2026	02/08/2026	EP	Robert H Briggs	\$343.38	O
85-2026	02/08/2026	02/08/2026	EP	JAMES D CROOKS	\$197.54	O
86-2026	02/08/2026	02/08/2026	EP	Tanner S Glass	\$203.17	O
87-2026	02/08/2026	02/08/2026	EP	Katelyn Greiner	\$199.26	O
88-2026	02/08/2026	02/08/2026	EP	Adam L Grine	\$183.76	O
89-2026	02/08/2026	02/08/2026	EP	Kevin P Kross	\$132.27	O
90-2026	02/08/2026	02/08/2026	EP	Trevor L Linnenkugel	\$199.26	O
91-2026	02/08/2026	02/08/2026	EP	Christian D Maley	\$181.15	O
92-2026	02/08/2026	02/08/2026	EP	Lucas Parmelee	\$1,254.33	O
93-2026	02/08/2026	02/08/2026	EP	Herbert K Scarborough	\$1,318.64	O
94-2026	02/08/2026	02/08/2026	EP	Ryan E Sedlock	\$1,541.81	O
95-2026	02/08/2026	02/08/2026	EP	Wendy Waisner	\$397.04	O
97-2026	02/09/2026	02/09/2026	EP	Daniel William Walters	\$1,247.22	O
99-2026	02/15/2026	02/15/2026	CH	Telesystem	\$86.11	O
100-2026	02/15/2026	02/15/2026	CH	Wex Bank	\$349.93	O
14443	02/03/2026	02/02/2026	AW	Daniel Walters	\$322.52	O
14444	02/03/2026	02/02/2026	AW	InfoStream Solutions	\$50.00	O
14445	02/16/2026	02/16/2026	AW	ProMedica 360Health - Toledo	\$953.00	O
14446	02/16/2026	02/16/2026	AW	Morton Salt	\$3,156.86	O
14447	02/16/2026	02/16/2026	AW	FIRE-SAFETY SERVICES, INC.	\$129.00	O
14448	02/16/2026	02/16/2026	AW	Summit Fire and Security	\$180.31	O
14449	02/16/2026	02/16/2026	AW	Daniel Walters	\$322.52	O
14450	02/16/2026	02/16/2026	AW	Lucas Parmelee	\$519.80	O
14451	02/16/2026	02/16/2026	AW	Joseph Navarre	\$120.00	O
14452	02/16/2026	02/16/2026	AW	Habib Howard	\$180.00	O
14453	02/16/2026	02/16/2026	AW	Scott Rhodus	\$480.00	O
14454	02/16/2026	02/16/2026	AW	TOLEDO EDISON	\$133.62	O
14455	02/16/2026	02/16/2026	AW	LYONS LP GAS CO., INC.	\$2,441.59	O
14456	02/16/2026	02/16/2026	AW	NAPA AUTO PARTS	\$29.37	O
14457	02/16/2026	02/16/2026	AW	Government Forms & Supply	\$286.75	O
14458	02/16/2026	02/16/2026	AW	Juan Martinez	\$480.00	O
14459	02/16/2026	02/16/2026	AW	BUCKEYE BROADBAND	\$143.97	O
14460	02/16/2026	02/16/2026	AW	Kevin Kross	\$48.04	O
14461	02/16/2026	02/16/2026	AW	Cody Pence	\$240.00	O
Total Payments:					\$18,076.23	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$18,076.23	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

**Payment Listing**

2/3/2026 to 2/17/2026

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.